

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
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PUBLIC RECORDS

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

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In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Infectious Diseases Society of America Education and Research Foundation

Travel date(s): September 14-15, 2017

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$393.40 for plane fare	\$140 plus applicable taxes - \$166 total with taxes	\$66.55	\$24.59 for travel insurance
<input checked="" type="checkbox"/> Actual Amount	\$57.79 for taxis			

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Please refer to detailed itinerary attached.

10/16/2017 Alexa Dams-Wulff
(Date) (Printed name of traveler)

Alexa Dams-Wulff
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

10/16/2017
(Date)

Jeffrey A. Markley
(Signature of Supervising Senator/Officer)

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Alexa Damis-Wulff

Employing Office/Committee: Senator Jeffrey A. Merkley

Private Sponsor(s) (list all): Infectious Diseases Society of America Education & Research Foundation

Travel date(s): September 14-15, 2017

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Atlanta, Georgia

Explain how this trip is specifically connected to the traveler's official or representational duties:

This is a learning trip to the Center for Disease Control and Prevention (CDC) focusing on global HIV and Tuberculosis prevention efforts. The traveler advises Senator Merkley on global health issues that come before the Senate Committee on Foreign Relations, of which Senator Merkley is a member, and specifically the Subcommittee on Africa and Global Health Policy, on which Senator Merkley serves. The Subcommittee has responsibility for global disease outbreak and response, and this trip will increase the traveler's knowledge of CDC programming on global infectious diseases.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

August 15, 2017
(Date)

Alexa Damis-Wulff
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Jeffrey A. Merkley hereby authorize Alexa Damis-Wulff
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

8/15/2017
(Date)

Jeffrey A. Merkley
(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Infectious Diseases Society of America Education & Research Foundation
2. Description of the trip: A tour and briefing of global infectious disease programs administered by the CDC with a particular focus on global HIV and tuberculosis at CDC headquarters in Atlanta, GA
3. Dates of travel: September 14-15, 2017
4. Place of travel: Atlanta, Georgia
5. Name and title of Senate invitees: See attachment.
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

AND

☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

OR

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

OR

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The global health staff of IDSA-ERF are solely responsible for planning the trip, and two Foundation staff will accompany congressional staff on the trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

IDSA-ERF is a non-profit 501c 3 organization which among other programs, supports a policy education program about US leadership in global HIV and tuberculosis program responses and research & development. This trip advances that mission.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

IDSA-ERF has planned and executed five congressional staff trips to African countries- South Africa and Zambia in 2010 and 2013, Kenya in 2011, Tanzania in 2014 and Mozambique in 2015.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

The global team at IDSA-ERF educates policymakers, relevant federal agency staff and global health advocates about evidenced-based policies and programs related to global infectious diseases. Educational activities include congressional staff briefings, a widely-read news blog, and issue briefs on global ID.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$393.40 for plane fare \$200 for taxi fares to and from airport	\$140 plus applicable taxes	\$69	\$24.59 for travel insurance

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip is arranged specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

The location is Atlanta, the site of the CDC headquarters and the location of all of the relevant global programs and staff.

19. Name and location of hotel or other lodging facility:

Emory Conference Center Hotel, 1615 Clifton Road NE, Atlanta, Georgia 30329

20. Reason(s) for selecting hotel or other lodging facility:

The hotel is directly across the street from the CDC campus.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Daily expenses for lodging, meals and other expenses will not exceed Federal Government per diem rates plus applicable lodging taxes.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Economy class air travel.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:

Christine Lubinski

Name and Title: Christine Lubinski, Vice-President for Global Health

Name of Organization: IDSA Education & Research Foundation

Address: 1300 Wilson Boulevard, Arlington, VA 22209

Telephone Number: 703-299-5027

Fax Number: 866-536-6638

E-mail Address: Clubinski@idsociety.org

Agenda



The Infectious Diseases Society of America Education and Research Foundation Welcomes

Congressional Delegation

Adair Bramlett – Legislative Aide, Senator Lindsey Graham

Alexa Damis-Wulff – Health Legislative Assistant, Senator Jeff Merkley

Andi Fristedt – Deputy Health Policy Director, Health Education, Labor and Pensions Committee

Aimee Grace – Health Policy Advisor, Senator Brian Schatz

IDSA-ERF Staff

Christine Lubinski – Vice President for Global Health

Rabita Aziz – Global Health Policy Specialist

DAY 1 – September 14, 2017

CDC Roybal Campus – 1600 Clifton Road, NE, Atlanta, GA 30329

5:00 – 6:00 PM	Arrival in Atlanta for Damis-Wulff, Fristedt, Grace, Aziz on Delta 151 Travel to Emory Conference Center and hotel check-in 1615 Clifton Road NE, Atlanta, Georgia 30329
6:00 – 6:30 PM	Break
6:30 PM	Working Dinner: Floataway Café Briefing and interaction with CDC staff 1123 Zonolite Rd NE #15, Atlanta, GA 30306
10:00 PM	Arrival in Atlanta for Bramlett, American Airlines 4535

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DAY 2 – September 15, 2017

CDC Roybal Campus – 1600 Clifton Road, NE, Atlanta, GA 30329

	Walk from Emory Conference Center to CDC
8:00 am	<ul style="list-style-type: none"> – Karyn Richman, Acting Director, CDC Washington Office will meet the group in the Emory Conference Center lobby and escort the group <p><i>*Please bring a valid government-issued ID</i></p> <p>Security Check-in & Meet/Greet in Lobby of Building 45 (Visitor's Center) Check Luggage at Concierge <i>Location: Bldg. 45, Visitor's Center</i></p>
8:30 – 9:10 am	<p>CDC leadership meeting: leaders to provide overview of CDC global programs in the context of HIV and TB activities</p> <ul style="list-style-type: none"> – Anne Schuchat, Principal Deputy Director, CDC – Jamie Howgate, Senior Advisor, CDC – Sherri Berger, Chief Operating Officer, CDC – Rebecca Martin, Director, Center for Global Health (CGH) – Rima Khabbaz, Director, National Center for Emerging and Zoonotic Infectious Diseases (NCEZID) – Jono Mermin, Director, National Center for HIV/AIDS, Viral Hepatitis, STD and TB Prevention (NCHHSTP) – Karyn Richman, Acting Director, CDC Washington Office <p><i>Location: Building 21, room 12105</i></p>
9:10 – 9:55 am	<p>Global HIV Panel: DGHT staff provide update of CDC PEPFAR activities, programs and results</p> <ul style="list-style-type: none"> – Shannon Hader, Director, DGHT – Hank Tomlinson, Principal Deputy Director, DGHT – Josef Amann, Associate Director for Programs, DGHT <p><i>Location: Building 21, room 12105</i></p>
9:55 – 10:40 AM	<p>Global Tuberculosis Panel: DGHT staff provide update on CDC global TB activities, programs and results</p> <ul style="list-style-type: none"> – Shannon Hader, Director, DGHT – Hank Tomlinson, Principal Deputy Director, DGHT – Susan Maloney, Chief, Global TB Branch, DGHT – Anand Date, Associate Chief, Global TB Branch, DGHT <p><i>Location: Building 21, room 12105</i></p>
10:40 – 10:55 AM	<p>Transition to HIV-TB Laboratory <i>Location: Bldg. 23</i></p>
10:55 – 11:55 AM	<p>HIV and TB Laboratory Tour: DGHT lab staff brief participants on HIV and TB laboratory programs including interface with WHO prequalification program and lab activities in developing countries</p> <ul style="list-style-type: none"> – Heather Alexander, Chief, International Laboratory Branch, DGHT – Shannon Hader, Director, DGHT – Hank Tomlinson, Principal Deputy Director, DGHT <p><i>Location: Building 23</i></p>

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11:55 – 12:15 PM	Transition back from lab and break, gather for working lunch
12:15 – 12:30 PM	Greeting from CDC Director, Brenda Fitzgerald
12:30 – 1:10 PM	CDC Budget and Legislative Issues Discussion: CDC staff brief participants global HIV and TB budgets including transfers from State Dept. and USAID <ul style="list-style-type: none"> – Alison Kelly, Director, Office of Appropriations, CDC – Karyn Richman, Acting Director, CDC Washington Office <i>Location: Building 21, room 12101</i>
1:10 – 1:40 PM	Global Health Protection and HIV & TB: DGHP staff provide overview of global health protection activities and interface with HIV and TB programming <ul style="list-style-type: none"> – Nancy Knight, Director, Division of Global Health Protection (DGHP) – Hank Tomlinson, Principal Deputy Director, DGHT <i>Location: Building 21, room 12105</i>
1:40 – 2:10 PM	Antimicrobial Resistance (AMR) and U.S. Leadership on Global Infectious Diseases: CDC staff brief participants on AMR activities that intersect with global TB and HIV efforts, including MDR-TB responses <ul style="list-style-type: none"> – Michael Craig, Senior Advisor, AMR Coordination Strategy – Susan Maloney, Chief, Global TB Branch, DGHT <i>Location: Building 21, room 12105</i>
2:10 – 2:20 PM	Break
2:20 – 2:50 PM	Closing and Q&A: Interactive session where Senate staff can communicate with and question senior CGH staff about issues raised in previous sessions. <ul style="list-style-type: none"> – Rebecca Martin, Director, CGH – Rima Khabbaz, Director, NCEZID – Carmen Villar, Deputy Director for Strategy, Policy, and Communications – Jordan Tappero, Senior Advisor, Center for Global Health – Shannon Hader, Director, DGHT – Nancy Knight, Director, DGHP – Michael Craig, Senior Advisor, AMR Coordination Strategy <i>Location: Building 21, room 12105</i>
2:50 – 3:00 PM	Walk to Building 45, Depart for Airport
5:00 PM	Departure for Bramlett, Lubinski on American Airlines 4623
5:30 PM	Departure for Damis-Wulff, Fristedt, Grace, Aziz on Delta 2909

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July 31, 2017

Alexa Damis-Wulff
Office of Senator Jeff Merkley
Hart Senate Office Building, Room 313
Washington, DC 20510

Dear Alexa:

We are writing to you to extend an invitation to join the staff of the Infectious Diseases Society of America Education and Research Foundation on an educational trip to the Centers for Disease Control and Prevention in Atlanta on September 14-15, 2017. The focus of the trip is CDC programs related to global infectious diseases, particularly those related to global HIV and tuberculosis.

The Infectious Diseases Society of America represents more than 11,000 physicians and scientists devoted to patient care, prevention, public health, education, and research in the area of infectious diseases. IDSA members share a passion for protecting and improving the health of individuals and communities in the U.S. and around the globe. Our members lead global HIV, tuberculosis, global health security and other research and response programs dealing with emerging infectious threats.

On this Congressional staff learning trip, participants will learn about the activities and programs relevant to US leadership in global HIV and Tuberculosis including touring laboratories that provide cutting edge support to WHO and laboratories around the world, and the intersection of global HIV and TB with CDC programming responding to antimicrobial resistance and supporting global health security activities. Participants will be provided with budget information about all of these activities and be offered information about how CDC's global AIDS program supports PEPFAR activities aimed at achieving HIV epidemic control in high incidence countries. Participants will have the opportunity to speak with the staff responsible for managing these programs and to appreciate the role they play in protecting and improving domestic health and security.

You will meet with the CDC leadership and will learn about some of the major initiatives of each of the key global programs as well as the synergy and collaboration that exist between them.

The purpose of this trip is to provide unique access and information to support policy analysis and decision-making. This will be a privately funded and organized trip, fully consistent with congressional ethics rules, and the Infectious Diseases Society of America Education and Research Foundation will cover round-trip coach airfare to Atlanta, one night's lodging, meals and local transportation in DC and Atlanta. The current plan is to depart from Washington D.C. on Thursday afternoon, September 14th and return to DC by early evening, September 15.

Please contact me to respond to this invitation, to raise any questions, and to garner more detailed information. I can be reached at clubinski@idsociety.org or via telephone at 703-299-5027. We must begin our travel planning, so we would appreciate an expression of interest as soon as possible.

Sincerely,

A handwritten signature in black ink, appearing to read "Christopher Lubinski".

Vice President for Global Health
Infectious Diseases Society of America Education and Research Foundation

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

Addendum

CDC Global Health Congressional Trip

Private Sponsor: Infectious Diseases Society of America Education and Research Foundation

5. Name and title of Senate invitees:

Adair Bramlett – Legislative Aide, Senator Lindsey Graham

Alexa Damis-Wulff – Health Legislative Assistant, Senator Jeff Merkley

Andi Fristedt – Deputy Health Policy Director, Health Education, Labor and Pensions Committee

Aimee Grace – Health Policy Advisor, Senator Brian Schatz

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